

DE NOVO CHECKLIST – MILWAUKEE COUNTY

(Motion to Review Decision/Ruling of Family Court Commissioner)

FILING FEES

- \$0 – to file

SERVICE FEES (\$0, with an approved fee waiver)

- \$60 for personal service by the Milwaukee County Sheriff, OR
- \$25 for Child Support Services to serve *if they have other party's address*

FORMS & COPIES NEEDED

- Motion to Review Decision/Ruling of Court Commissioner (*5 copies*)
- Attach a copy of the original order to each copy of the motion
- Request for a Waiver of Fees, if applicable

HOW TO REQUEST A FEE WAIVER

1. Fill out the Petition for Waiver of Fees.
 - Sign in front of a notary public (available in Room 104).
 - Bring proof of a month's worth of income or public benefits.
2. **Room G-9–Legal Resource Center** – will assist in printing proof of FoodShare (Quest card does not qualify as proof).
3. **Room 609–Chief Judge's Office** will approve or deny the Fee Waiver.

HOW TO FILE THE MOTION, SCHEDULE A COURT DATE, & SERVE PAPERS (required)

1. **Judge's Courtroom:** -----
 - File motion with clerk to receive court date
 - Domestic Violence Injunction case? The case goes to the Judge on the pink form you were given at your hearing.
2. **Room 101 – Child Support Services (only if case involves children)**
 - Drop off a copy to child support
 - The Child Support office is willing to serve a set of the papers to the other party if they have a known address on file. This is always recommended along with personal service.
3. **The other party must be personally served with the papers at least 5 business days before the hearing.**
 - Room 102, Safety Building–Sheriff's Department: if the other party lives in Milwaukee County. or, private process server
 - If the other party does not live in Milwaukee County, contact the Sheriff's Department in that county or a private process server to arrange service
 - If case is not regarding an injunction, you may send filed paperwork with court date to other party as service through **Certified Mail, Return Receipt Requested & Affidavit of Mailing.**

ATTENDING YOUR COURT DATE (arrive early, dress nicely, act respectfully)

- **Bring proof that the documents have been served to the other party.**
- You should also bring proof to support your case
 - Pay stubs/ Proof of income
 - Proof child is residing with you (school & medical records, lease agreement, etc)
 - Any other information related to your motion



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